

Indiana Department of Education



Language Minority and Migrant Programs
Office Location: 151 West Ohio Street
Mailing Address: Room 229, State House - Indianapolis, IN 46204-2798
Telephone: (317) 232-0555
Indiana Toll Free: (800) 382-9962
Fax: (317) 234-2121

LANGUAGE MINORITY & MIGRANT PROGRAMS RESOURCE CENTER

Materials Check Out Policy

1. Borrowers must complete and sign a *Materials Responsibility Form* before materials can be released. This form need only be completed once per school year.
 2. Materials are loaned to public school personnel ONLY.
 3. A maximum of twenty (20) titles may be borrowed at a time.
 4. Materials are loaned for an eight (8) week period and may be renewed once.
(EXCEPTION: Testing materials, videocassettes, and CD-ROMS will be checked out for a four (4) week period only and may NOT be renewed.)
 5. Borrowers will be responsible for the return postage, or for returning the materials in person on or before the due date.
 6. Borrowers are responsible for checking all kits and sets for completeness before returning them to the Language Minority and Migrant Programs Resource Center and for replacing any missing or damaged materials.
 7. Failure to return materials will initiate action to request their replacement.
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MATERIALS RESPONSIBILITY FORM

I, _____ of _____
(Corporation/Building)

accept full responsibility for replacing any missing or damaged materials.

SIGNATURE: _____ DATE: _____

SCHOOL ADDRESS: _____

HOME ADDRESS: _____

TELEPHONE (_____) _____ (_____) _____
(School) (Home)

Please complete, and return the signed *Materials Responsibility Form* to the Division of Language Minority and Migrant Programs, Room 229 State House, Indianapolis, IN 46204-2798 or fax it to (317) 234-2121.

If you have any questions, call (317) 232-0555 or (800) 382-9962.

(Remember to keep a copy for your files)